

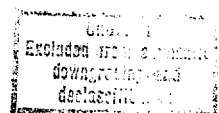
2 July 1969

MEMORANDUM FOR: Chairmen, CIA Historical Boards

SUBJECT: Historical Staff Master Index

1. This memorandum is to inform you of the expansion to an all-Agency master research index, of the index of historical sources which has been maintained since 1965 by the Historical Staff, Clandestine Services Group. The HS Master Index will be designed to help Agency historians locate documents of historical interest, pertaining to the organization, administration, and operation of the Agency and its components.
2. The Index is not intended to be a substantive guide to finished intelligence reports, such as are indexed by the Central Reference Service. Neither will the Index duplicate the facilities of the Agency Records Center. The Index is intended to simplify and facilitate the search for Agency documents which have not previously been centrally indexed from a historical point of view.
3. The Index will include references to finished Agency histories, significant documents cited in finished Agency histories, and references to document collections and individual documents believed to be of significant use to Agency historical writers.
4. The Index will be organized and maintained by the Historical Staff as an author-subject index, on an all-Agency basis, and will be cross-indexed. To maximize security, however, direct access to the Index will be limited to its Curator, his duly qualified assistant, and to the Chief and Deputy Chief of the Historical Staff. The Curator will review requests from historical writers, search the Index, screen the cards for relevance, and make the cards available to potential users in accordance with established Agency security procedures. The Index cards will show the location


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of historical documents but will in themselves contain minimal information. Security will be further protected by the requirement that for access to the source documents cited in the Index, the user will necessarily apply to the component in whose control the documents are lodged.

5. Details of the expanded Index are further developed in the attached Historical Staff Memorandum on the subject. I believe that arrangements for the Index, as described above, will extend to the Agency historical program as a whole, the benefits of the vigorous support which the Index has in the past afforded to the Historical Program of the Clandestine Services.

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Howard M. Ehrmann
Chief, Historical Staff

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Attachment: HSM No. 3